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**KETCHIKAN GATEWAY BOROUGH**

**JOB DESCRIPTION**

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POSITION: **NORTH TONGASS FIREFIGHTER/EMT**

REPORTS TO: North Tongass Fire Chief

DEPARTMENT: MANAGER'S OFFICE

STATUS: NON-EXEMPT - NON-REPRESENTED

APPROVED BY:  
APPROVAL DATE:

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**Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.**

**JOB SUMMARY:**

Protects lives and property through activities associated with fire prevention, rescue, fire fighting, hazardous materials and emergency medical incidents and participates in the training and maintenance activities necessary to achieve that end.

**WORKING CONDITIONS:**

Must work in all weather conditions, at nights, during weekends and on various shift configurations which may include extended tours of duty; be able to perform arduous tasks; meet department health and physical fitness standards; perform tasks under adverse conditions; make sound decisions in hazardous, stressful, life-threatening and health-threatening situations; re-evaluate the dynamics of emergency situations and formulate plans to deal with changing threats. The Firefighter/EMT is subject to mandatory call-back on any day and at any time.

**ESSENTIAL JOB FUNCTIONS:**

- RESPONDS to emergency calls for fire, medical, and other emergency situations.
- DRIVES fire apparatus and OPERATES pumps and other equipment associated with emergency response including but not limited to; fire fighting, rescue, salvage and maintenance.
- ENTERS burning buildings to accomplish extinguishment and/or rescue.
- CONDUCTS support operations as necessary at all emergency scenes or operations.

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FIREFIGHTER/EMT

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- CONDUCTS overhaul or clean up operations as necessary to prevent further damage of property.
- ADVANCES charged and uncharged hose lines and APPLIES extinguishing agents to fires.
- WEARS breathing apparatus, including mask, in confined areas.
- POSITIONS and CLIMBS ladders to gain access to upper floors or to accomplish rescue, extinguishment, access, ventilation or other duties necessary.
- CARRIES or MOVES heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue, overhaul, or clean up.
- Effectively COMMUNICATES verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, reports, memos and letters.
- PROVIDES emergency medical service to fire or accident victims and ASSISTS the EMS Lieutenant as necessary or when requested.
- Performs similar and incidental duties as required.

**ADDITIONAL JOB DUTIES:**

- INSPECTS buildings for fire hazards and COMPLETES pre-fire plans as appropriate.
- MAINTAINS apparatus, equipment, buildings and grounds.
- PARTICIPATES in all phases of training necessary to acquire the knowledge and skills required of the position including training of volunteers.
- PRESENTS classes and other training to various groups including other employees and members of the general public in subjects related to fire protection, fire prevention, and EMS.
- RECEIVES and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate.
- RESPONDS to routine requests for information from officials, employees, and members of the staff, the public or other individuals.
- SERVES as Acting Lieutenant when so designated.
- PERFORMS other duties as required.
- PERFORMS these duties in a manner that reflects positively on the Borough and the department and maintains a level of professional expertise and image that promotes efficient use of the resources available to the department.

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**FIREFIGHTER/EMT**

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**PHYSICAL ACTIVITIES INCLUDE:**

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lifting and carrying items and boxes up to fifty (50) pounds.

**LICENSES AND CERTIFICATION:**

Must be able to obtain a valid Alaska driver's license upon hire. Must be certified as a State of Alaska Firefighter I at time of hire and must be able to obtain Fire Service I instructor certification within 2 years of hire. Must be certified as a State of Alaska EMT I at time of hire or must be nationally certified as an NREMT-B and shall obtain State Of Alaska EMT I. Must be able to obtain certification as an EMT II within one year from date of hire.

Must interact successfully with the medical community, other FIRE/EMS organizations and fire departments, other emergency medical care providers and first responders, patients and the general public, particularly in emergency situations. Contacts are sometimes adversarial and stressful, and the Firefighter/EMT must react in a courteous, calm and professional manner.

**EDUCATION AND EXPERIENCE:**

High school graduation or equivalent required. College level professional or technical studies in applicable program fields such as fire science, emergency medical services or methods of instruction also desirable. Preference may be given to persons with degrees in the above fields. Level of experience typified by three years of employment with a recognized municipal fire protection or EMS agency as a Firefighter/EMT or equivalent required. Volunteer time can be counted as being employed. Must have working knowledge of computers.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.